

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 197
DECEMBER 19, 2012 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, December 19, 2012, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Kelly Emerson, Member
 Angie Homola, Member

Staff: Pam Dill

Staff Present: **Bill Oakes, Director**

Others Present: **Elaine Marlow, Budget Director**

Record @ 00:04

Add-on

Subject/Description: Storm briefing

Attachment: none

Information: Bill Oakes provided a briefing on the recent storm event.

Public Works

Subject/Description: Amendment to Tourism Promotional & Right-of-Way Occupancy

Agreement: Agreement Extension No. 1 – Langley Chamber of Commerce & Island County

Attachment: Occupancy Agreement

Action Requested: Approval of Extension #1 to Tourism Promotion and Right-of-Way Occupancy Agreement between Island County and Langley Chamber of Commerce. Extension is for a five year period from October 3, 2010 through October 3, 2015.

Follow Up: Okay with full Board to move forward to Monday's agenda.

Subject/Description: Otak- Supplement No. 2; Freeland Trail

Attachment: Supplement No. 2

Action Requested: Supplemental Agreement No. 2 – Otak Inc.; Revise Completion date to September 30, 2013 and revise maximum payable to \$181,526.00.

Follow Up: Okay with full Board to move forward to Monday's agenda.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, December 19, 2012 at 9:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Helen Price Johnson, Chair**
 Kelly Emerson, Member
 Angie Homola, Member

Staff: Pam Dill

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Staff Present: Melanie Bacon, Human Resource Director, Bruce Rohm

Others Present: Elaine Marlow, Budget Director, Brooke Powell

Record @ 13:40

Subject/Description: Driver Record Monitoring Service – Interlocal Agreement with Washington State Transit Insurance Pool

Attachment: Interlocal

Action Requested: Approval of Interlocal Agreement for Driver Record Monitoring Services between Washington State Transit Insurance Pool and Island County; Agreement to provide 3 monthly monitoring service for driver records; Amount: \$2400.00

Follow up: Okay with full Board.

Subject/Description: Contract for Consultant Services

Attachments: yes

Action Requested: Approval of contract between Island County and Marie Taylor for training of replacement Civil Service Secretary/Chief Examiner on an “as required basis” when so directed by the County; Contract Period: 12/17/12 – 12/17/13; \$18.35/hr, not to exceed \$2,000.00 in the contract period.

Follow up: Okay with full Board.

Subject/Description: Job Requisitions

Attachments: yes

Action Requested:

Superior Court

- Court Reporter – temporary on-call position to replace employee on L & I; requesting permission to keep list of 5 on-call persons #114/12
Commissioner Emerson moved to approve Job Requisition #114/12. The motion was seconded by Commissioner Homola and carried unanimously.
- UA Tech, Adult Drug Court, replacement, 6 hours per month, NR-15 #116/12
Commissioner Homola moved to approve Job Requisition #116/12. The motion was seconded by Commissioner Emerson and carried unanimously.

Public Works

- Equipment Operator 1, Camano, replacement, 1 FTE, R-16 #115/12
Commissioner Homola moved to approve Job Requisition #115/12. The motion was seconded by Commissioner Emerson and carried unanimously.

Planning

- Planning Permit Manager, new position approved in 2013 budget, 1 FTE, NR-14 #111/12 – moved to Commissioner’s agenda

Subject/Description: Job Description, Office Coordinator, Camano Annex

Attachments: Office Coordinator draft summary job description

Action Requested:

Follow up: Moved to Commissioner’s agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 199
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**Prosecuting Attorney
Summary Minutes**

Work Session was held between the County Commissioners and Prosecutor on Wednesday, December 19, 2012, at 9:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Present: Greg Banks, Prosecuting Attorney

Others Present: Elaine Marlow, Budget Director

Record @ 51:39

Subject/Description: Agreement for Legal Services

Attachment: agreement

Action Requested: Agreement for Legal Services with Kitsap County Prosecuting Attorney representing Island County in litigation and arbitration with the Deputy Sheriff's Guild. Amount: \$ per hour amount.

Follow up: Okay with full Board to move forward to Monday's agenda.

**Sheriff
Summary Minutes**

Work Session was held between the County Commissioners and the Sheriff on Wednesday, December 19, 2012, at 9:55 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Sheriff Mark Brown, De Dennis

Others Present: Elaine Marlow, Budget Director

Record @ 57:03

Subject/Description: Replacement video equipment for District Court and the Jail

Attachment: none

Action Requested: Approval for Polycom Video equipment for both District Court and the Jail. Total Cost: \$10,500.00 (District Court \$6,245.00 - Trial Court Improvement Account/Jail \$4,255.00 – Sheriff's budget)

Follow up: Okay with full Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 200
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**Island County Auditor
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, December 19, 2012, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Present: Sheilah Crider, Auditor

Others Present: Elaine Marlow, Budget Director

Record @ 01:02

Subject/Description: Contract for the Election Trust EULA for MiBT with Island County for use in the 2013 Elections

Attachment: yes

Action Requested: Approval of Resolution for a Waiver of Competitive Solicitation for Procurement of Election Computer Software Services and Support for use of the proprietary VoteHere Mail-in Ballot Tracker computer software system.

Approval of Election Trust End User Agreement for VoteHere Mail-in Ballot Tracker (MiBT) Software and Maintenance. Contract No. CO12-94; Amount: \$6863.90.

Follow up: Okay with full Board to move forward to Monday's agenda.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, December 19, 2012 at 10:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Bob Pederson, Director, Paula Bradshaw, Brad Johnson

Others Present: Elaine Marlow, Budget Director

Record @ 01:06

Subject/Description: Continued discussion of the 2013 Work Program (cont. from 12/5/12)

Attachment: yes

Action Requested: Brad Johnson reviewed the long range planning items for the 2013 Work Program.

Follow up: Continue discussion to the next work session.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 201
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EXECUTIVE SESSIONS ANNOUNCED

The Board recessed briefly and then met in Executive Session at 11:00 a.m. as allowed under RCW 42.30.110(1)(i) to discuss with legal counsel litigation or potential litigation. The Executive Session lasted ½ hour and no announcement was made in open public session.

At 11:30 a.m. Commissioner Homola and Commissioner Price Johnson met in Executive Session as allowed under RCW 42.30.110(1) (g) to review the performance of a public employee. The Executive Session lasted 15 minutes and no announcement was made in open public session.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, December 19, 2012, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Angie Homola, Member

Present: Anne LaCour, Wanda Grone

Others Present: Elaine Marlow, Budget Director

Record @ 01:55

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

Subject/Description: PACS supplements

Attachment: none

Action Requested: Approval to hire a part-time temporary employee to help with the supplement backlog.

Follow up: Okay with full Board.

**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, December 19, 2012 at 1:25 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair **Staff:** Pam Dill
 Kelly Emerson, Member
 Angie Homola, Member

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Staff Present: Keith Higman, Director, Kerry Graves

Others Present: Elaine Marlow, Budget Director

Record @ 02:16:37

Subject/Description: Puget Sound Partnership

Attachment: Grant Agreement Amendment #3

Action Requested: Approval of Amendment #3 with Puget Sound Partnership to amend the Scope of Work to add \$75,000.00 to fund the increased Scope of Work and extend the contract period to September 30, 2013.

Follow up: Okay with full Board.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, December 19, 2012, at 1:27 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director, Kerry Graves

Others Present: Elaine Marlow, Budget Director

Record @ 02:17:50

Administration

Subject/Description: General updates

Attachment: none

- Update on Governor Gregoire's draft budget for the 2013-2015 biennium.
- Infant death from pertussis in King County – reminder to get Tdap vaccination.

**Commissioners Agenda
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, December 19, 2012 at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

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Others Present: Elaine Marlow, Budget Director, Melanie Bacon, Bruce Rohm, Bill Oakes

Record @ 02:24:56

Subject/Description: 2012 Winter Storms

Attachment: none

Action Requested: Bill Oakes requested approval from the Board to provide a discount for flood damage debris to those communities affected by the recent winter storms.

Commissioner Emerson moved to approve a 40% discount on the Solid Waste tipping fee for those affected by the recent coastal flooding, not to exceed 30 days. The motion was seconded by Commissioner Homola and carried unanimously.

Subject/Description: Nomination to Conservation Futures TAG

Attachments: Email from Whidbey Audubon Society

Action Requested:

Commissioner Homola moved to endorse the nomination of Dave Parent by Whidbey Audubon Society to the Conservation Futures TAG. The motion was seconded by Commissioner Emerson and carried unanimously.

Subject/Description: Job Requisition

Attachment: yes

Action Requested: Planning Permit Manager, new position approved in budget, 1 FTE, NR-14 #111/12

Commissioner Homola moved to approve Job Requisition #111/12. The motion was seconded by Commissioner Emerson and carried unanimously.

Subject/Description: Job Description, Office Coordinator, Camano Annex

Attachments: Office Coordinator draft summary job description

Discussion: The Board reviewed the job description and agreed that it should be a non-represented position. Commissioner Emerson suggested removing 4.6 which states, “Assists the public with Planning Department procedures and receipt a variety of applications such as site plan reviews, short plats, lot combinations and other permits as required.” Debbie Thompson suggested moving the responsibilities for scheduling of the Camano Center from GSA to the Office Coordinator.

Follow up: Bring back to the January 2, 2013 work session.

Subject/Description: Administrative Services Director

Attachments: yes

Discussion: Commissioner Emerson will review the Administrative Services Director job description and continue the discussion at a future work session.

**Budget Director/GSA/IT
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, December 19, 2012, at 2:05 p.m., in the Island County Annex Building, Commissioners’ Hearing Room, B-102, Coupeville, WA. Present were:

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County Commissioners: Helen Price Johnson, Chair
Kelly Emerson, Member
Angie Homola, Member

Staff: Pam Dill

Staff Present: Elaine Marlow, Budget Director

Others Present: Pat Powell, WCLT, Jeff Arango, City of Langley

Record @ 02:57:51

Subject/Description: Island County Conservation Futures Program Agricultural Conservation Easements funded with 2009 & 2010 Conservation Futures Awards to Whidbey Camano Land Trust and USDA Natural Resources Conservation Service Grant

Attachments: yes

Action Requested: Approval of the following Conservation Easements:

- Agricultural Conservation Easement with Janice L. Pickard and Conservation Easement Baseline Documentation Report. The Easement provides payment to the grantor for 18.7 acres to be protected for agricultural conservation purposes. The Baseline Report provides an accurate description of the property at this time. This easement is funded by a combination of state and local grants, landowner donations, and Island County Conservation Futures Funds. Amount: \$487,000.
- Agricultural Conservation Easement with Kenneth C. Pickard and Conservation Easement Baseline Documentation Report. The Easement provides payment to the grantor for 13.96 acres to be protected for agricultural conservation purposes. The Baseline Report provides an accurate description of the property at this time. This easement is funded by a combination of state and local grants, landowner donations, and Island County Conservation Futures Funds. Amount: \$300,000.
- Conservation Easement with Pickard Family, LLC and Conservation Easement Baseline Documentation Report. The Easement provides payment to the grantor for 23.6 acres to be protected for agricultural conservation purposes. The Baseline Report provides an accurate description of the property at this time. This easement is funded by a combination of state and local grants, landowner donations, and Island County Conservation Futures Funds. Amount: \$215,000.
- Conservation Easement with Engle et al and Conservation Easement Baseline Documentation Report. The Easement provides payment to the grantor for 17.25 acres to be protected for agricultural conservation purposes. The Baseline Report provides an accurate description of the property at this time. This easement is funded by a combination of state and local grants, landowner donations, and Island County Conservation Futures Funds. Amount: \$470,000.

Follow-up: Okay with full Board to move forward to Monday's regular agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 205
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Subject/Description: Amendment No. 5 to Agreement No. 73-0546-9-001 Cooperative Agreement between the United States of America Commodity Credit Corporation acting through the Natural Resources Conservation Service for the Farm and Ranch Lands Protection Program.

Attachment: yes

Action Requested: Approval of Amendment No. 5 to Agreement No. 73-0546-9-001 Cooperative Agreement between the United States of America Commodity Credit Corporation acting through the USDA Natural Resources Conservation Service for the Farm and Ranch lands Protection Program. This grant provides partial funding for the Janice Pickard, Kenneth Pickard, Pickard Family, LLC and Engle et al Conservation Easements.

Follow up: Okay with full Board to move forward to Monday's regular agenda.

Subject/Description: Island County Conservation Futures Funding Grant Agreement (2010 Conservation Futures Award) Whidbey Camano Land Trust for Judy Lynn Property Acquisition Project

Attachment: yes

Action Requested: Approval of Island County Conservation Futures Funding Grant Agreement for Whidbey Camano Land Trust Judy Lynn Property Acquisition Project. This Agreement provides funding to the WCLT to acquire nearly 14.1 agricultural acres located within the boundaries of Ebey's Landing National Historical Reserve on the west side of Whidbey Island for conservation purposes. This agreement is funded by Island County Conservation Futures Funds. Amount: \$225,000.

Follow up: Okay with full Board to move forward to Monday's regular agenda.

Subject/Description: Island County Conservation Futures Funding Grant Agreement (2012 Conservation Futures Award) Whidbey Camano Land Trust Crockett Lake Property Acquisition Project

Attachment: yes

Action Requested: Approval of Island County Conservation Futures Funding Grant Agreement for Whidbey Camano Land Trust Crockett Lake Acquisition Project. This Agreement provides funding to the WCLT to acquire nearly 374 acres at Crockett Lake Point for conservation purposes. This agreement is funded by Island County Conservation Futures Funds. Amount: \$270,000.

Follow up: Okay with full Board to move forward to Monday's regular agenda.

Subject/Description: Island County Conservation Futures City of Langley Noble Creek – 2012 Project Funding

Attachment: yes

Action Requested: Approval of 2012 Conservation Futures Project Award – City of Langley Noble Creek Project. Amount: \$175,000.

Follow up: Okay with a majority of the Board to move forward to Monday's regular agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 206
DECEMBER 19, 2012 – WORK SESSIONS**

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Helen Price Johnson, Chair

Kelly Emerson, Member

Angie Homola, Member: Absent When Signed

ATTEST:

Elaine Marlow, Clerk of the Board